



THE VILLAGE OF BURNS LAKE

CASUAL VILLAGE RECREATION CLERK

(Casual full time and part-time positions available immediately)

The Village of Burns Lake is seeking qualified, competent and committed individuals for casual full-time and part-time opportunities at the Lakeside Multiplex. Applicants must be available to work evenings and weekends.

The Recreation Clerk is responsible for fulfilling day-to-day tasks at the multiplex. The clerk is responsible for being a welcoming and helpful presence to the public as they enter the facility and completing payment, rental, and registration transactions for any visitors to the facility. The successful applicant will also be required to take Rock Climbing Training to be able to belay the public.

Job Requirements:

- Answering and directing calls
- Greeting and assisting the public with all transactions including memberships, registrations, course enrolment, inquiries, and program promotion
- Ensuring proper safety behaviors are being followed in all facilities
- Completing facility checks and cleaning

Qualifications:

- Excellent interpersonal skills
- Must have experience with Microsoft Office
- Knowledge of recreation management programs
- Strong writing skills
- Work well in a team setting
- Experience working with children in a recreation setting
- First Aid Certification

Applicants should submit a detailed resume, with cover letter, that reflects their knowledge, skills, abilities and enthusiasm relevant to the position. Only those candidates selected for a preliminary interview will be contacted, no phone calls please. Successful candidates will be required to submit a driver's abstract and criminal record check. This posting will remain open until all positions are filled.

Attn: Lakeside Multiplex Recreation Clerk

Village of Burns Lake

PO Box 570

Burns Lake, BC V0J 1E0

Or send to: sworthing@burnslake.ca Subject Line: Village Recreation Clerk